



ARRIVAL & DEPARTURE BRIEFING FOR THE 72nd
UNITED NATIONS GENERAL ASSEMBLY
August 17th, 2017

United States Mission to the United Nations



US Mission Resources

U.S. MISSION

PHONE

FAX

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--Port Courtesies (Arrivals)

--Escort Screening (Departures)

212-415-4453 (Desk)

Email: langjt@state.gov

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U.S. Mission Travel Courtesies Web Page: <https://usun.state.gov/about/6632>



Briefing Schedule

3:00 – 3:10 PM

Welcoming Remarks / Introductions

James B. Donovan, Minister Counselor
USUN Host Country Affairs

3:10 – 3:25 PM

Courtesies of the Port (Arrivals)

Office of the Chief of Protocol, Washington D.C.

3:25 – 3:55 PM

- **Port Authority of NY/NJ**- Airport Operations, Private Flights, Airport Access
- **Port Authority Police Department (PAPD)**- Motorcade Staging Areas, Parking

3:55 – 4:15

Diplomatic Aircraft Clearance

Office of Global Programs and Initiatives
Washington, D.C.



Briefing Schedule (Continued)

4:15 – 4:35 PM

U.S. Customs and Border Protection
CBP – Newark International Airport
CBP – John F. Kennedy International Airport

4:35 – 5:00 PM

U.S. Secret Service Dignitary Protection

5:00 – 5:15 PM

Airport Escort Screening Departure Courtesies

5:15 – 5:35 PM

Other Federal/City Agencies

5:35 – 6:00 PM

Questions and Answers/Conclusion of presentation



Port Courtesy (Arrivals)

U.S. Department of State
Office of the Chief of Protocol

What is a Port Courtesy?

- A *Port Courtesy* or *Courtesy of the Port* is a request to provide expedited clearance on arrival into the United States for senior-ranking foreign government officials.
- Port Courtesy requests are managed by the Office of the Chief of Protocol in coordination with U.S. Customs and Border Protection (CBP).
- A Port Courtesy is only provided to the individual(s) traveling on **official business** to the United States. Port Courtesies are not provided for personal travel.
- Port Courtesies are initiated by the Foreign Embassy/Mission and are administered at the **FIRST** international arrival port in the United States. Domestic flights do not require/receive port courtesy assistance.

Who is eligible for a Port Courtesy?

- Chiefs of State/Heads of Government (and their traveling parties)
- First Ladies/ Spouses of Chiefs of State/Heads of Government
- Former Chiefs of State/Heads of Government (and their traveling parties)
- Cabinet Ministers/ Secretaries (and their traveling parties)
- Deputy Cabinet Ministers/ Deputy Secretaries (and their traveling parties)
- State Ministers/Secretaries
- Members of Royal Families
- Members of Parliament/Congress
- Governors
- Chiefs of Missions *accredited to the United States*
- Chiefs of Missions *designated to the United States*
- Spouses of Chiefs of Missions *accredited to the United States*
- Permanent Representatives to the United Nations *in New York*
- Permanent Representatives *designated to the United Nations in New York*
- Highest Judicial Tribunal Justices (and their traveling parties)
- High-Ranking Foreign Military Officers not posted to an Embassy or Consulate
- Other High-Ranking Officials as designated by the Chief of Protocol

**** Please note, children flying separately from the qualifying dignitary are not eligible for Port Courtesies. ****

Port Courtesy Deadlines

- **A request for Port Courtesies must be submitted a minimum of THREE (3) business days in advance of the arrival date.**
- Port Courtesy requests should be submitted:
 - Mondays – Thursdays: by **4:00PM** Eastern Standard Time (EST)
 - Fridays: by **3:00PM** Eastern Standard Time (EST)
 - Requests submitted on weekends or holidays will be processed the next business day.
- If an unexpected arrival occurs with less than three business days, the Embassy/Mission is encouraged to reach out to Office of the Chief of Protocol to confirm receipt.
 - Weekdays/Normal Business Hours (8:30AM-5:00PM): Port Courtesy Desk Line: **202-647-4074**
 - Weekends/After Normal Business Hours: Port Courtesy Duty Cell: **202-997-4923**
 - Alternatively, send an e-mail to the Port Courtesy Inbox: PortCourtesies@state.gov
- **The Office of the Chief of Protocol cannot guarantee any requests submitted less than THREE (3) business days in advance of the arrival date.**

Prior to Arrival

1. Ensure each member of the delegation holds the correct passport with the correct visa type.
2. Submit a Port Courtesy request, listing the high-level dignitary, support staff, media (if applicable), and security officers, a minimum of three business days in advance of the *arrival* date.
3. If applicable, submit a US-VISIT exemption request a minimum of three business days in advance of the *arrival* date.
4. Properly declare all equipment, agricultural products, and/or negotiable monetary funds using an active ATA Carnet; thus ensuring the information listed on the Carnet is reflected in the physical items entering the United States. The Carnet must be certified by the Customs and Immigrations Department of the host country prior to entering into the United States.

US-VISIT Exemption

- The US-VISIT Exemption exempts visitors on unofficial B1/B2 or I visas from having their biometrics taken at the port-of-entry (POE).
- To qualify, the traveler must be part of an delegation that is led by the **head of state or head of delegation** but also part of an **official delegation consolidated motorcade facilitated by U.S. government agencies, such as DS or USSS.**
- Individuals who are traveling with diplomatic visas, such as **A-1, A-2, G-1, G-2, G-3, G-4, or NATO-1 through NATO-6** already have the fingerprinting requirements waived.
- This does not exempt the travelers from requiring a visa to enter the U.S.
- Missions should submit a request for US-VISIT exemption via email to PortCourtesies@state.gov **at least three (3) business days prior to the arrival.**
- The mission should list name, date of birth, passport number, country of birth, and country of citizenship of each individual for US-VISIT exemption on the US-VISIT exemption spreadsheet.

Information Required for Port Courtesy Requests

- First, middle, and last names (EXACTLY as they are printed on the passport)
- Official government title
- Date of birth
- Nationality
- Passport type (Diplomatic/Official/Personal)
- Passport number that coincides with the visa in the corresponding passport
- Date/place of passport issuance and expiration
- Visa type and visa foil number

Private Aircraft Arrivals

- The Fixed Base Operator (FBO) is the private airport located at a commercial airport that will service the aircraft after landing.
- The FBO is very important and must be included in **all** private aircraft port courtesy requests.

Arrival Flight

U.S. Port of Entry	Arrival Date	Flight Type	Carrier Name	Flight #
LAX - LOS ANGELES INTERNATIONAL AIRPORT	04/11/2015 14:45	PRIVATE		
Aircraft Make	Aircraft Model	Tail Number	Call Sign	Fixed Base Operator
BOEING	747	TONY - 2	FRANCO - 1	SIGNATURE

Embassy Greeters at Airport Arrivals

- For commercial aircraft arrivals, airports within the United States allow up to two greeters from the Foreign Embassy to greet the dignitary upon arrival. ALL greeters must be listed on the port courtesy document.
- For commercial aircraft arrivals, the greet will occur once the dignitary departs the international terminal and proceeds into the processing area. Please note, each airport is very different and the greeting process can vary greatly.
- For private aircraft arrivals, a maximum of six greeters are allowed to go to the airport to greet the dignitary upon arrival.
- For private aircraft arrivals, the greet will typically occur planeside at the bottom of the stairs.

Embassy Greeters at Airport Arrivals (Continued)

- Plane-side greets are extremely rare for international commercial aircrafts and must have the approval of CBP.
- For domestic aircraft arrivals, greeters should meet their dignitary in the baggage claim area. There is no greet prior to baggage claim, as the dignitary will not be processed through Customs.
- Greeters, please make sure to report to the CBP at least 30 minutes prior to the arrival.

Protocol Greeters at Airport Arrivals

- The Office of the Chief of Protocol will greet foreign Chiefs of State and/or Heads of Government arriving into Washington, D.C. only at:
 - Washington Dulles International Airport (IAD)
 - Ronald Reagan National Airport (DCA)
 - Joint Base Andrews (ADW)
 - Union Station (AmTrack Train Arrivals)
- The Office of the Chief of Protocol does not greet dignitaries below the Chief of State/Head of Government level or those arriving to airports outside of Washington, D.C.

Reminders & Tips

- **A request for Port Courtesies must be submitted a minimum of THREE (3) business days in advance of the arrival date!**
- Please omit honorifics (H.E., T.H., Mr., Dr., H.H., etc.) when completing the name/title of the dignitary.
- If the correct title is not listed in the drop down menu, select “Other” and then you can type the necessary title. For spouses of dignitaries, please clarify “Spouse of Ambassador” or “Spouse of President.”
- Passengers can be grouped together in ONE (1) Port Courtesy request if on the same flight. For example, there is no need to submit separate Port Courtesy requests for different ministers arriving on the same flight.
- Companions and security officers should only be listed once in the Port Courtesy request. Do not list Armed Security Officer in the companion section a second time.

Reminders & Tips (Continued)

- REMEMBER: the “Remarks” section is for communication purposes only between Protocol and the Foreign Mission. Any information in this section is not sent to CBP, DS, USSS, etc.
- In the “Point of Contact” section, please identify the working level embassy representative responsible for the visit. Please provide their direct number and extension – **not** the main embassy phone line.

Port Courtesy Contact Information

Lika Johnston

U.S. Department of State

Office of the Chief of Protocol

Desk: 202-647-4074

Cell: 202-997-4923

E-mail: PortCourtesies@state.gov

The PORT AUTHORITY of NEW YORK and NEW JERSEY

**John F. Kennedy
Newark Liberty
LaGuardia & Teterboro
Airports**

**Private Aircraft, Parking and
Motorcades**

Aircraft and Vehicle Parking

Marlene Mizzi, *Port Authority Operations*

Good afternoon,

The Port Authority looks forward to working with you to ensure the most successful visit of your dignitary.

This year will bring changes that will affect operations at John F. Kennedy Airport such as: reduced number of parking locations for special/private flights, relocation of motorcade staging locations, and the anticipated unprecedented number of chiefs of state, heads of government, and foreign ministers that will visit New York.

As we expect many dignitaries to arrive at and depart from JFK Airport at the same time of day, we cannot emphasize enough that adherence to time schedules and policies will be essential to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

Private Aircraft:

This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Due to the high volume of aircraft traffic and reduction of aircraft parking locations, The Port Authority of NY & NJ will strictly enforce the two (2) hour restriction on ground parking for all foreign military and state aircraft. The foreign military or state aircraft must **depart within two (2) hours of arrival** and relocate to an alternate airport for extended parking.

Private Aircraft

- Overnight parking of foreign military or state aircraft at JFK, EWR, and LGA is strictly prohibited; however, overnight and extended parking will be permitted at Teterboro airport. Only aircraft with a MGTW of less than 100,000 lbs. are permitted at TEB.
- Port Authority Operations will provide a “follow me” vehicle to escort the aircraft to and from the parking site.
- Port Authority Operations will determine all Private aircraft parking locations – contact information will be provided in the Port Authority of NY/NJ section of the USUN online briefing booklet.

Private Aircraft

- In addition, because many special flights are expected to be on the ground at the same time, a particular parking spot may not be confirmed until a short time before the arrival of the aircraft, and it may be required to be towed into or out of the arrival or departure site.
- Be sure to contact the appropriate Fixed Base Operator (FBO) for the intended airport of arrival to coordinate all ground handling services and airport fees (landing and parking). They are identified in the USUN online briefing booklet.
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another airport for parking with this two (2) hour window. Alternate parking locations are identified in the USUN online briefing booklet.

Special Flights – Same as Private Aircraft with the following additions:

- For aircraft larger than a B747-8, prior permission is required at least 72 hours in advance from Port Authority Operations (this includes B747-8, B777, A380).
- Certain types of aircraft are prohibited from landing due to size and noise control regulations.
- Make sure to file flight plans for all departures by contacting 1-800-WXBRIEF (1-800-992-7433)

Commercial Flights

This information is similar for arrivals and departures:

Due to heightened security measures at JFK Airport, arrangements for greeting will be made in accordance with federal and airport requirements. For all flights there is a strict limit of two (2) greeters.

Vehicle Parking at John F. Kennedy International Airport

- Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking.
- If your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your dignitary, **do not park in front of the terminal, go directly to the parking lot!**

John F. Kennedy International Airport Exempt Parking Information

- Diplomatic vehicles be exempt from parking fees at Terminal parking lots provided that :
 - The vehicle bears U.S. Department of State Diplomat license plates,
AND
 - It is for a period less than 24 hours.

*****Refer to supplement #2 of this presentation for further details.***

Motorcades

Port Authority Police Sgt. Passarotti

Motorcades

For arrivals into John F. Kennedy Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at the JFK Parking lot #7. Entrance on 130th place and East Hangar Road. This is a change from our previous location.

***Refer to supplement #1 of this presentation for directions.*

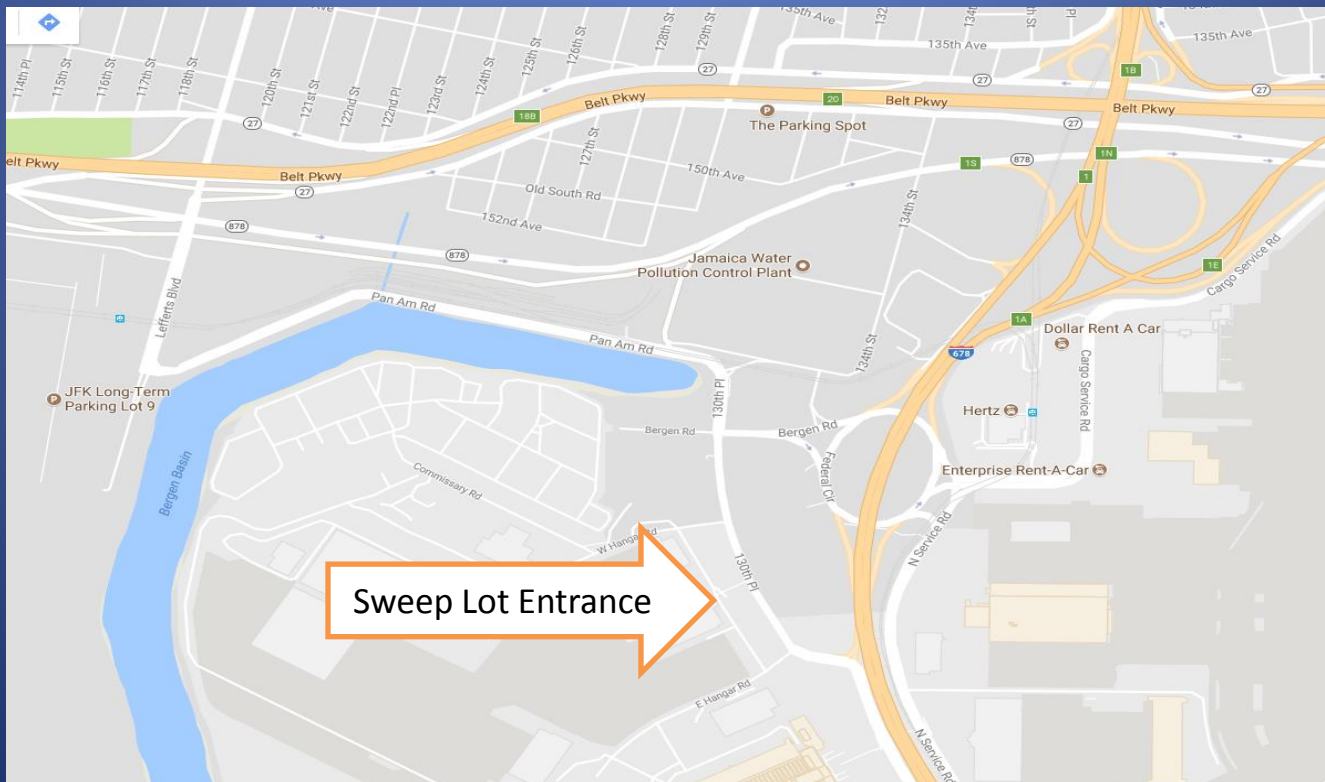
1. Once a car is put into position in the motorcade, it must stay in that place with the driver.
2. The maximum number of vehicles in the motorcade is **ten (10) vehicles**; *this includes the principle limousine and security vehicles.*
3. **Motorcades are limited to two (2) per aircraft.** This may be accomplished by using vans or buses for large delegations.
4. When the motorcade has been formed, the vehicles will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival.
5. For departures from JFK Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle and escorted to the appropriate terminal or ramp.

JFK Airport-Supplement #1

Directions to Motorcade Formation at JFK Airport 130TH Place & East Hangar Rd

Van Wyck. Expwy (I-678)

1. Take I-678 South (Van Wyck. Expwy.) toward JFK Airport.
2. Keep right at exit B toward 130th Place
3. Turn left at the first traffic light onto East Hangar Road.
4. The sweep lot entrance will be on your right.



JFK Airport - Supplement #2

Diplomatic vehicles will be exempt from parking fees at Terminal parking lots provided that:

- The vehicle bears U.S. Department of State Diplomat license plates,
- And
- It is for a period less than 24 hours.

It will not be required that the operator present official ID nor that the Ambassador or equivalent be present in the vehicle for the exemption to apply.

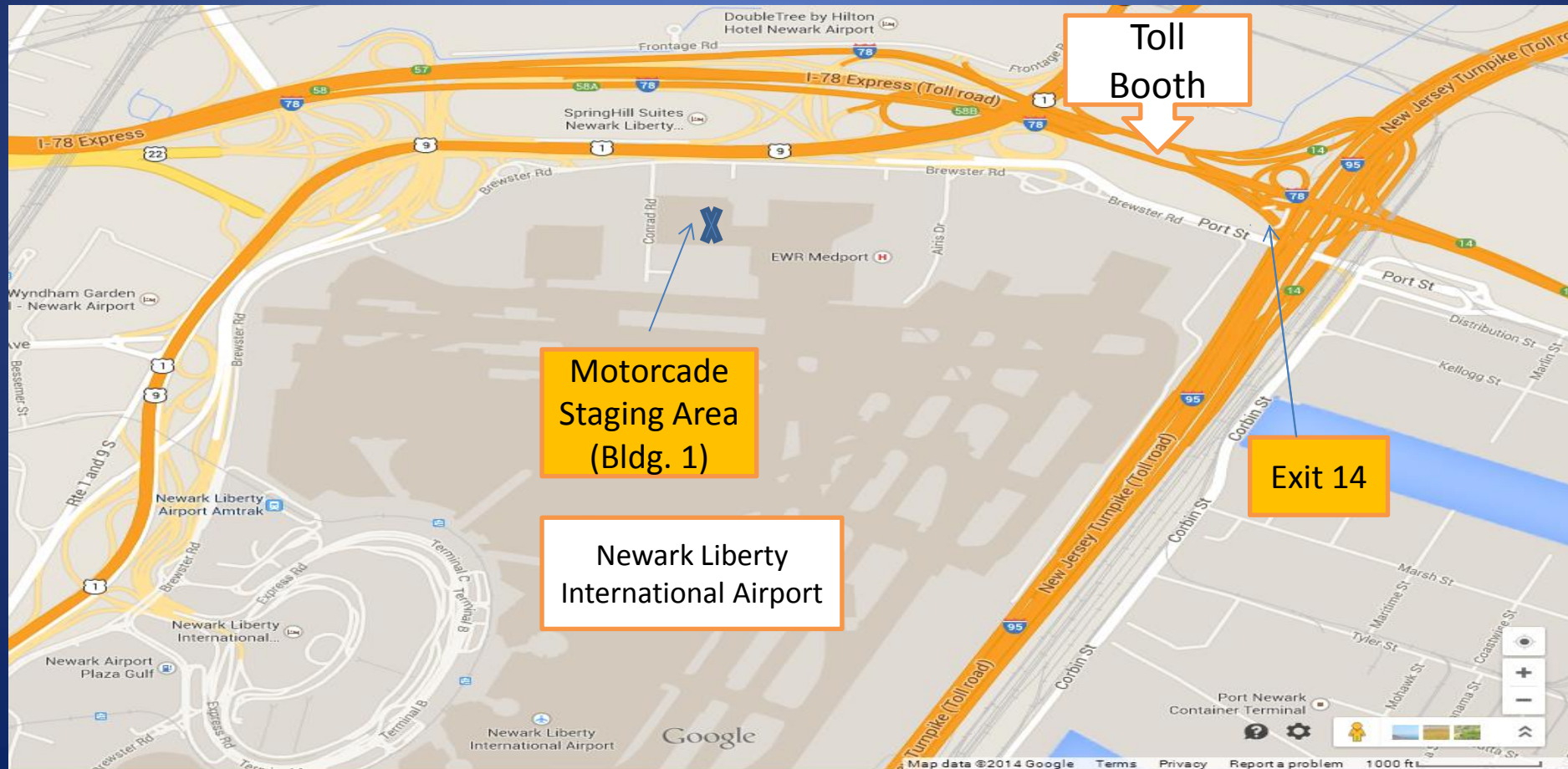
Parking lot attendants are aware of the policy. If problems arise, the vehicle operator should ask the attendant and contact the Port Authority parking supervisor to resolve the issue.

Port Authority Supervisor: 718-244-8158

****Please note that this procedure does not apply to dignitaries under U.S. Government protection.**

Newark Liberty International Airport

Motorcade staging area located in front of Building 1 off Conrad Road.
Departing motorcades are met by PAPD at Exit 14 (near the toll booth) for the New Jersey Turnpike.

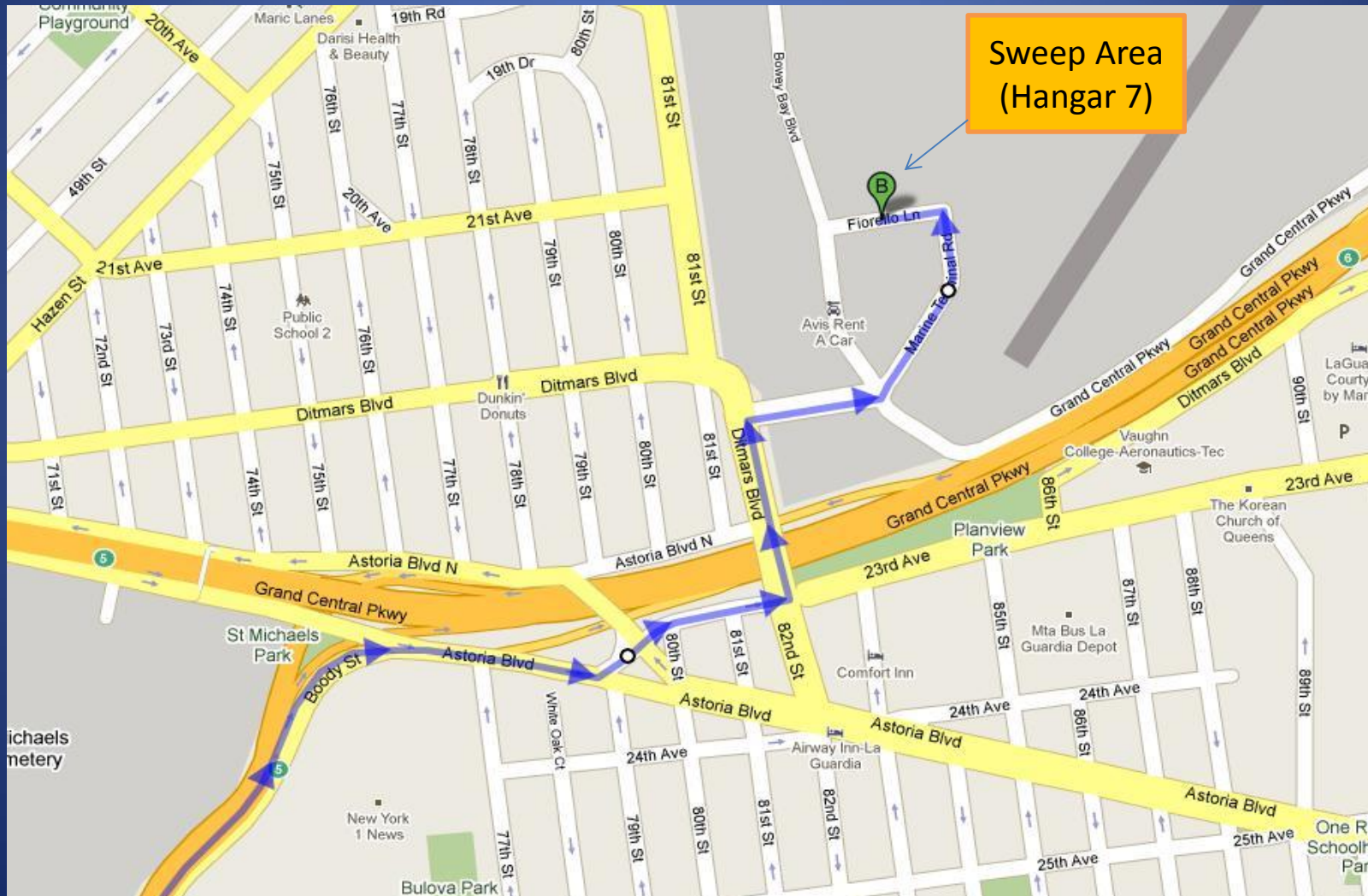


LAGUARDIA AIRPORT

Directions to Motorcade Sweep Area

1. Take I-278 (BQE) East to Grand Central Parkway East.
2. Take exit 5 toward Astoria Blvd./ 82nd St./ Terminal A.
3. Take a slight right at Astoria Blvd.
4. Merge left onto 23rd Ave.
5. Turn left at 82nd St. (over the GCP)
6. Continue onto Ditmars Blvd.
7. Turn right at light onto Marine Terminal Rd.
8. Turn left at Fiorello Lane.
9. The sweep area is the parking lot on the right hand side, located on the south side of Hangar #7

LAGUARDIA AIRPORT MOTORCADE SWEEP AREA





Diplomatic Aircraft Clearances

Arrivals for Foreign State Aircraft
Presented by: George Renfro



Diplomatic Aircraft Clearances

Definition

A diplomatic aircraft clearance is the U.S. Government approval, to a foreign government request, for a foreign state aircraft to enter and operate within the national airspace of the United States (to include overflight of Puerto Rico and the U.S. Virgin Islands) in accordance with a specific purpose, itinerary, aircraft, and crew.



Diplomatic Aircraft Clearances

- Who needs to request a diplomatic aircraft clearance?
- How to file for clearance
- When to file for Diplomatic Aircraft Clearances?
- Who should submit Diplomatic Aircraft Clearance requests?
(Embassy or Permanent Mission)
- Port Authority of NY & NJ Aircraft Parking Limitations
- Where to get additional overflight information?
- Obtaining a DCAS Account – <https://DCAS.state.gov>



Diplomatic Aircraft Clearances

Department of State, Office of Global Programs and Initiatives:
Diplomatic Aircraft Clearance Procedures

A screenshot of a web browser displaying the U.S. Department of State website. The browser's address bar shows the URL "www.state.gov/t/pm/iso/c56895.htm". The page header includes the U.S. Department of State logo and the text "DIPLOMACY IN ACTION". A navigation menu is visible with links such as "ABOUT STATE", "POLICY ISSUES", "COUNTRIES & REGIONS", "ECONOMICS ENERGY & ENVIRONMENT", "ARMS CONTROL & INTERNATIONAL SECURITY", "CIVILIAN SECURITY & DEMOCRACY", "PUBLIC DIPLOMACY & PUBLIC AFFAIRS", and "ASSISTANCE & DEVELOPMENT". The main content area is titled "Office of International Security Operations: Diplomatic Aircraft Clearance Procedures" and contains a list of four numbered points detailing the requirements for diplomatic aircraft clearance. The right sidebar includes a search bar, social media links, and a "Country Profiles" section.

Office of International Security Operations: Diplomatic Aircraft Clearance Procedures

Diplomatic Aircraft Clearance Procedures For Foreign State Aircraft To Operate In United States National Airspace

A. GENERAL CLEARANCE REQUIREMENTS.

1. Foreign governments seeking diplomatic clearance for state aircraft to overfly U.S. territorial airspace or land in the U.S. must obtain a diplomatic clearance number (DCN) issued in advance by the Office of International Security Operations, Bureau of Political Military Affairs (PMISO), Department of State. The DCN authorizes the aircraft to transit, overfly, or land in the United States and/or its territories, in accordance with the approved itinerary.
2. The U.S. Department of State must also issue diplomatic clearance for foreign aircraft to overfly or land in the Freely Associated States of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia. For overflight and landing clearance authorization, foreign governments must submit a formal request to the host nation government and also to the U.S. embassy in the applicable country. Each request must be submitted at least three (3) business-days in advance of the aircraft entering the applicable airspace.
3. Foreign governments seeking to land state aircraft at U.S. military facilities located in a foreign territory do not require a DCN issued by the U.S. Government; however they do require a military aircraft landing authorization number (MLAN) per paragraph B.5., below.
4. To obtain a Diplomatic Clearance Number, foreign governments must submit information to PMISO via the web-based Diplomatic Clearance Application System (DCAS). Once the PMISO Diplomatic Clearance Officer verifies that all necessary data is provided and that diplomatic clearance is appropriate, he updates the application on DCAS. The automated system will reflect that clearance has been granted and a unique diplomatic clearance number has been issued.

<http://www.state.gov/t/pm/iso/c56895.htm>



Diplomatic Aircraft Clearances (DCAS)

DCAS: Certification Page - Windows Internet Explorer

https://dcas.state.gov/Content/Access/CertifyForm.cfm?CFID=66348&CFTOKEN=64059335

File Edit View Favorites Tools Help

DCAS: Certification Page

U.S. DEPARTMENT OF STATE **DIPLOMATIC CLEARANCE APPLICATION SYSTEM**

August 15, 2011 Login Contact Us **Request Account**

USER AGREEMENT

I understand that as a user of the Diplomatic Clearance Application System (DCAS), I have been granted privileges to access the DCAS and facilitate the request for diplomatic aircraft clearance. I understand that as a condition of my use I must adhere to the following restrictions:

- I am responsible for the safeguarding of the username and password assigned to me by the Department of State.
- Passwords will expire every 6 months. Passwords may be changed without notice if the application administrator determines that a potential compromise of login information has occurred.

I Accept I Decline

For more information on requirements for foreign state aircraft entering the United States, please visit [The United States Entry Guide](#).

<https://dcas.state.gov>



Diplomatic Aircraft Clearances



Questions?



U.S. Customs and Border Protection

John F. Kennedy International Airport (JFK)

Newark Liberty International Airport (EWR)

LaGuardia Airport (LGA)



U.S. Customs and Border Protection

Newark Liberty International Airport

All local requests and questions should be emailed to

Newark-psrteam@cbp.dhs.gov

- All requests should be emailed at least 72 hours in advance.
- Maximum of two greeters per flight (regardless of multiple delegations per country on flight).
- Once the delegation is met by CBP, they will be guided through the Immigration and Customs Process.
- All members of the delegation traveling on **Non Diplomatic Visas** are subject to Biometrics Capture unless exempted by U.S. State Department.



U.S. Customs and Border Protection

John F. Kennedy International Airport

Commercial Diplomatic Arrivals

- No more than two (2) greeters per flight
- Only travelers with diplomatic class visas (A or G) will be allowed to proceed “over the top”
- Must have a completed customs declaration form
- Have a staff member remain behind to collect all checked baggage

Private Diplomatic Arrivals

- Complete Manifests listing all passengers and crew
- Manifest should include names, dates of birth, passport, and visa information
- Notify of any changes as soon as possible
- Completed I-94 forms and Customs Declaration forms are needed for all passengers



U.S. Customs and Border Protection

John F. Kennedy International Airport

Phone: 718 553-1648

Fax: 718 553-0043

PORTCOURTESY-JFK@cbp.dhs.gov



Dignitary Protective Division



DPD Mission



- DPD organizes and coordinates protection for Foreign Heads of State/Government and their spouses
- Types of Protection: Full Protection, Port Courtesy Only, Modified Port Courtesy
- DPD Identification Section develops disposable types of identification pins and press badges





Dignitary Protective Division



Types of Visits:

- State
- Official
- Official Working
- Working
- Private



Dignitary Protective Division



*We Need
To Know...*


- Port of Entry
- Flight Details
- Hotel Information
- Accompanied by Spouse








DPD Trip Identification


LASTNAME
"TITLE" OF "COUNTRY"



SECURITY



U.S. & FOREIGN STAFF



COUNTRY FLAG



U.S. SECRET SERVICE AGENT & SUPPORT LAPELS



DS SECURITY



TSD SUPPORT



DOD COMMUNICATIONS



LAW ENFORCEMENT SUPPORT


GOVERNOR'S SECURITY


STATE DEPT. PROTOCOL


BLAIR HOUSE STAFF


PRESS


SARGE

All Secret Service photo identification is considered **PROPERTY OF THE UNITED STATES GOVERNMENT** and must be protected from potential misuse. As such, any scanning, copying or reproduction of USSS identification is prohibited and in violation of Title 18, U.S. Code Part I, Chapter 33, Section 701. This information has been deemed **LAW ENFORCEMENT SENSITIVE**. Please destroy this document upon termination of assignment.

DPD Operations

202-406-7650

DPD.OPS@USSS.DHS.GOV



Airport Escort Screening Courtesies (AESC) Program for Departures

U.S. Department of State
Office of the Chief of Protocol

AESC

Contact Information

For UN Missions:

Desk: 212-415-4453 or 212-415-4144

E-mail: airportescorts@state.gov

Website: <https://usun.state.gov/about/6632/7435>

For Embassies:

Desk: 202-647-4503

Email: escortscreening@state.gov

Website: <https://www.state.gov/s/cpr/rls/c69857.htm>

Emails for AESC courtesies should be sent to both email addresses listed above.

AESC Introduction:

- This interagency program began in 2004 between the Department of State, Office of Foreign Missions, and the Transportation Security Administration. In January 2016, the program moved to the Office of the Chief of Protocol.
- Under the Airport Escort Screening Courtesies (AESC) program, qualifying foreign officials can be assigned a Department of State Airport Escort Officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States. **We coordinate with TSA for assistance at all U.S. airports.**
- AESC is only provided to the individual(s) traveling on **official business** to the United States. AESC is not provided for personal travel.
- AESC provides unarmed escort to these select eligible VIPs (and their accessible property, i.e. carry-on luggage).
- Requests must come from the Embassy or Mission to the UN.

AESC Program Briefing

- Eligibility
- Deadlines
- Required Information
- AESC Airports
- Additional Information

Eligibility Criteria

Eligible Travelers:

- Cabinet ministers and higher-ranking government officials and select members of royal families
- Dignitaries equivalent to the rank of Cabinet Secretary in the United States
- Accompanying spouse of primary traveler
- Accompanying children under the age of 12 of the primary traveler
- Traveling on **official business** to the United States
- Traveling via Commercial aircraft, not private/chartered flights
- *Other than a “First” Spouse, any other spouse or children flying separately from the qualifying dignitary are not eligible for AESC.*
- *AESC is only available if the VIP is not already being escorted or under the protection of the United States Secret Service, Diplomatic Security Service, or another protective detail.*

Eligibility Criteria

- Please note that a country's view of a particular official's rank and entitlement to AESC on departure may differ from the view of the Department of State.
- As the U.S. is providing AESC on departure as a courtesy, the Department of State will determine whether a particular foreign official is entitled to AESC on departure.
- **REMINDER:** Please understand that the Airport Escort Screening Courtesies Program's (departures) eligibility criteria differs from that of the Port Courtesies (arrivals). Because this program requires approval from multiple agencies and involves specialized screening arrangements on behalf of the Transportation Security Administration's Airport security screening process, *we are required to strictly adhere to a pre-established eligibility list.*

Requesting AESC

- AESC Request Forms must be submitted a minimum of **THREE (3) business days** in advance of the dignitary's anticipated departure date and must include all the required information
- AESC Requests are processed:
 - **Monday – Friday: between 8:00am and 4:00pm (EST)**
 - Any requests or changes that are received after 4:00pm, over the weekend, or a holiday will be looked at the next business day.
- This deadline is critical to ensure adequate time to file the necessary paperwork with all the multiple agencies involved in the departure process.
- We cannot guarantee that any request submitted less than THREE (3) business days prior to the date of departure will be honored.

Required AESC Information

- Passport Information (exactly as shown)
 - First, Middle and Last names
 - Title of Official (i.e.: Minister of ***; Secretary of ***)
 - Date of Birth
 - Passport Nationality
 - Passport Number
 - Country of Birth
 - City of Birth
- POC Name, Local telephone number and email address
- Complete flight itinerary
 - Airport, Airline, flight number, arrival and departure time

Required AESC Information

Date of Request:	DATE OF REQUEST	Passport Nationality:	ENTER PASSPORT NATIONALITY
	month/day/year	Passport Number:	ENTER PASSPORT NUMBER
	(Example: January 30, 2004)		
Full Name of Traveler:	NAME OF OFFICIAL		
Official Title:	TITLE OF OFFICIAL		
Date of Birth:	OFFICIAL'S DATE OF BIRTH	Country of Birth:	OFFICIAL'S COUNTRY OF BIRTH
	month/day/year (Example: January 30, 2004)	City of Birth:	OFFICIAL'S CITY OF BIRTH
Point of Contact:*	ENTER NAME OF CONTACT		
Organization:	ENTER MISSION/EMBASSY		
Telephone & Fax Numbers:	Phone:	Extension:	Fax:
After Hours Telephone Number(s):	PROVIDE AFTER HOURS PHONE NUMBER		
E-Mail Address for Confirmation:	ENTER EMAIL ADDRESS		

AESC

Participating Airports

- ATL (Atlanta)
- BOS (Boston)
- BWI (Baltimore -Washington)
- DCA (Washington Reagan National)
- DFW (Dallas-Ft. Worth)
- DTW (Detroit)
- EWR (Newark)
- FLL (Ft. Lauderdale)
- HNL (Honolulu)
- IAD (Washington Dulles)
- IAH (Houston Intercontinental)
- JFK (New York Kennedy)
- LAX (Los Angeles)
- LGA (New York La Guardia)
- MIA (Miami)
- ORD (Chicago O'Hare)
- PBI (West Palm Beach)
- SEA (Seattle)
- SFO (San Francisco)

****Always include the entire U.S. travel itinerary****

****AESC is for Commercial flights only****

Expedited Screening

- Expedited Screening is provided at airports where an Escort Officer is not available and for those airports that are not listed as one of the 19 participating within the program.
- We make every effort to afford expedited and private screening to all foreign dignitaries and their accompanying entourage.
- When Expedited Screening is utilized, we will provide appropriate contact information and specific calling instructions.
- Other members of the foreign dignitary's entourage (traveling delegation, embassy staff, Ambassadors) are not exempt from screening. They can be provided with expedited screening if available.

TSA's Travel Protocol Office (TPO)

- TSA – TPO arranges for expedited screening **only** for U.S. Ambassadors and other members of Congress.
- TSA – TPO can be reached at:
tsa.tpo@dhs.gov or **888-262-2396** or **703-603-1558**
- Please be sure to include the following information when making your request:
 - Full name of the traveler
 - Travel dates with full flight itinerary
 - POC with direct contact information to include afterhours phone number

Additional Information

- We cannot accept requests from Consulate Offices.
- Gate passes and Lounge/Club passes are solely at the discretion of the airline.
- The VIP should carry his/her own hand luggage.
 - Escort Officers cannot assist with overweight baggage fees or number of bags allowed by the airline.
- Escort Officer will arrange a time and location based on airport, airline, departure time, anticipated weather, or special events that may cause more airport traffic than normal
- There are times when an Escort Officer cannot remain with the VIP/delegation.
- Requests should be submitted Three (3) business days before the first departure.
- Separate request forms are required for each eligible traveler.
- As a reminder, AESC differs from Port Courtesies.

OTHER FEDERAL/STATE AGENCIES

Announcements



Questions?